

5120

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05

Revised

TITLE: UTILITIES ELECTRIC OPERATIONS MANAGER

DEFINITION

Under general direction, to plan, coordinate, supervise and review the daily operation of the Electric System, including shifting electrical loads, switching electrical equipment and dispatching repair crews, and the construction, testing, maintenance and the repair of all substation electric-electronic equipment, SCADA computer system including hardware, software, system development, maintenance and repair and to do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Plan, schedule, assign and supervise central substation operations and the installation, construction, testing, maintenance and repair of electrical substation equipment.
- Participate in conferences with engineers, other utilities and City staff regarding projects and project problems; review project plans and drawings with crew supervisors, making change recommendations based on field observation and operation problems; inspect field projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations, recommending improvements.
- Participate in the safety program and coordinate the training of apprentices.
- Preparation and administration of Production and Operations Fiscal Budgets.
- Maintain project and general operating records and prepare reports as required.
- Assist in the preparation of the Capital Improvement Plan.
- Select, supervise, train and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Approved methods, materials and tools used in electrical substation construction, maintenance and repair work.
- Knowledge of principals and practices of organization, administration, budget and personnel management.
- Principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work problems.
- Occupational hazards and standard safety precautions necessary in the work.
- Applicable regulatory codes affecting electric utility construction.
- Substation operations and the techniques of dispatching electricity.

- Principles of organization, administration, budget and personnel management.

Ability to:

- Plan, coordinate and direct a diverse electrical construction, maintenance and repair operation.
- Understand and carry out complex oral and written instructions and to read and interpret engineering plans, blueprints and diagrams.
- Review engineering plans as they relate to field problems and make recommendations.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade, preferably supplemented by advanced course work in technical fields applicable to the electrical power field.

Experience: Three years' supervisory experience in substation construction, maintenance or operation.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operators License.

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Operations Manager

TO: